

Checklist for a complete application “Clinical Research”

The entire application must be submitted in English and it must be arranged as described below (**A4, 11 pt type, line spacing 1.5**):

- Academic abstract in English comprising no more than 450 words, or 3,000 characters incl. spaces (no formulas or special characters)
- Two one-page abstracts for the FWF’s public relations (PR) work: one in German, one in English. No more than 450 words or 3,000 characters incl. spaces each (DIN A4 format, no formulas or special characters)
- Declaration ethics (declaration on the ethics commission’s opinion or fundamental approval/endorsement of the project)

I. Forms

- Online Application forms incl. form with cost breakdown - completed in full
- Online form co-authors
- elane **Cover sheet** with original signature of the applicant, original signature of Head of research institution/University of the applicant (or of the person authorized by the research institution/University to sign the form) and stamp of the research institution of the applicant

where applicable

- Online form for a national research partner
- elane **Cover sheet** with original signature of the national research partner, original signature of head of the research institution/University of the national research partner (or of the person authorized by the research institution/University to sign the form) and stamp of the research institution of the national research partner

II. Free-form application

A.) Project description: max. 20 pages including all tables and figures with a max. of 9000 words (including headings, footnotes, captions, etc.), but not including the table of contents:

- Aims
- Available data / existing (preliminary) work / preclinical studies
- Methods
 - Description of methods to be applied
 - Type of study (classification)
 - Precise description of planned intervention(s)
 - Relevant criteria for inclusion/exclusion
 - Primary and secondary endpoints of the study
 - Risk assessment
 - Biometric data / statistical analyses (including power calculation), size of sample
 - Methods of preventing bias
 - Recruiting / availability of patients/subjects
 - Gender aspects in research approach
- Work plan, time plan as well as planned strategies for dissemination of results
- Human resources
- Cooperation arrangements (national and international)
- General rules and provisions (i.e. legal regulations and provisions relevant to the study, ethical aspects)
- Potential additional benefits of the study

Financial Aspects

- Information on the research institutionⁱ
- Information on the requested supportⁱⁱ
- personnel
- infrastructure
- personnel scientific workers
- non-scientific workers
- equipment
- costs for materials
- travel costs
- other costs
- other costs / contracts for work and services

B.) Literature, CV's and publication lists for all researchers involved in the project (i.e. the principal investigator, known researchers on the project staff to be financed by the FWF, and any national research partners)

- List of literature relevant to the project incl. list of abbreviations (max. 5 pages)
- scientific cv (max. 3 pages)
- applicant
- national research partner(s), *if applicable*
- scientific workers (FWFIⁱⁱⁱ)
- Publication listsⁱⁱⁱ
- applicant
- national research partner(s), *if applicable*
- scientific workers (FWFⁱⁱ)

III. Enclosures (where applicable)

- Online form International cooperation arrangements
- Annex Offer.pdf** (offer for equipment with acquisition cost per item from €1,500 including VAT or higher, in one file)
- Offers(s) or where applicable calculation basis for costs from the research institution for any relevant items requested under 'Other costs'
- Lists of referees, negative (optional)
- Annex Overview Revision.pdf** (overview of all changes made in the resubmitted application) *Extension to FWF-project: summary report of previous project (in English unless previously agreed with the FWF)*
- Annex Revision.pdf** (responses to reviews or review excerpts **in a separate file for each review or excerpt**; Annex_Revision_A.pdf / Annex_Revision_B.pdf etc.)
- Annex Follow.pdf** (report on previous project's results if the proposal is for the continuation of a prior FWF project)
- Collaboration Letters (no more than 3 letters, each no longer than 1 DIN A4 page)

ⁱ funded from the basic infrastructure;

ⁱⁱ requested in the present application;

ⁱⁱⁱ Scientific/scholarly publications from the last five years and a separate list of the 10 most important publications of the career broken down into a) peer-reviewed publications and b) non-peer-reviewed publications.